



First Impressions Are Everlasting

Memorandum of Understanding

Name of Organization _____
Contact Member _____
Address _____
Telephone Number _____
Site Location _____
E-Mail _____

The Sponsoring organization listed above on the "Memorandum of Understanding" has agreed **to water, weed, remove dead plant material, clean up and perform general and specific maintenance of the site "adopted" for a period of at least 1 year.** The Sponsor also agrees to furnish plants for the site unless the site has an established landscape design that only requires maintenance of existing plant materials. Sponsor will be informed if this is applicable to their site. **Sponsor agrees NOT to prune any trees or shrubs in the existing landscape,** and to immediately contact the Adopt-A-Spot Program Coordinator if there are problems with the trees or shrubs. ***Prior*** to addition of any plant materials at the site, Sponsor must submit a landscape plan, and the managing agents of the Adopt-A-Spot Program must agree upon the plan in advance. All proposed site designs must meet City ordinances regarding height of plant material and line of site currently in effect by the City of Lafayette. The Coordinator will determine if ordinances are met and guide the Sponsor in the design process necessary to meet City Ordinances.

After a meeting with the Adopt-A-Spot Program Coordinator, where the 'Memorandum of Understanding' and 'Waiver of Liability' have been signed by all parties, and a one-time \$100 contribution has been made for new and attractive Sponsor signage, a sign will be installed at the Adopt-A-Spot location that lists the name of "Sponsor" and the "Adopt-A-Spot" logo. Sponsor understands that a brief period is needed to have signage constructed and installed.

The Adopt-A-Spot Program Coordinator will make monthly inspections of the "adopted site", and reports will be made available to each Sponsor via e-mail shortly following each inspection. If the Sponsor does not have access to e-mail, the Coordinator will be informed of the best method of communication. ****Should the Sponsor receive 2 (two) notifications from the Adopt-A-Spot Program Coordinator regarding the need for immediate weed control and maintenance in the site, and Sponsor fails to follow this direction within 1 (one) week of the contact, the Adopt-A-Spot Program Coordinator reserves the right to professionally contract out any necessary maintenance and have the Sponsor billed for that service. Should this occur, the Sponsor agrees to pay the Contracted agency in full for services rendered.** Continuation of the Sponsorship from year to year will be based upon satisfactory inspection reports during the year.

Should the Sponsor decide to decline maintenance of a site for the following year we will need this information no later than December 31st of the last year of Sponsorship.

All volunteers involved in this project must be at least 12 years old. Sponsors that include members between the ages of 12 and 16 shall be provided with adult supervision (one adult for each 6 volunteers in the age Sponsor specified).

All Sponsor members must park vehicles legally when performing maintenance work at the Adopt-A-Spot location. The Sponsor must work at the site without interfering with the traffic lanes near the site.

The Sponsor agrees to perform regular, preferably weekly, maintenance of the site throughout the growing season, removal of all dead plant material at the end of the growing season and trash pick up on a bi-weekly basis during the non-growing season. The Sponsor **must** remove any and all trash or plant debris from the site unless prior arrangements and approval have been made with a representative of the Adopt-A-Spot Committee.

Adopt-A-Spot Sponsor

Adopt-A-Spot Program Coordinator

Date _____

